



RECORDS RETENTION AND DISPOSITION SCHEDULE

Natural Resources, Department of. Forestry Division.

Agency: Forestry Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2001-08	FEDERAL GRANT FILES All materials related to Federal Grant applications and recipients are now filed together, as one record series. Files may include: program narratives, Budget Information Forms (federal 424 Forms), assurances, Financial Status Reports (SF 269), Interim or Final Accomplishment Reports, contracts, expenditure records, electronic-funds-transfer records, and other correspondence and related records. Retention consistent with IC 34-13-1-1 and 34-13-1-2 (1998 Edition).	DESTROY after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of all unsettled charges.
2	2001-09	CLASSIFIED FOREST ACTIVE FILE The Classified Forest Program offers property tax relief to certified owners of Classified Forest land under IC 6-1.1-6. The Active File for a parcel of land may contain the initial Application (SF 19883 or equivalent), Woodland Inspection Report (no State Form Number shown), letters to the county auditor certifying land as Classified Forest as well as acknowledgement of such documents, documentation of partial withdrawals from the program (part of the land, but not all, is withdrawn), special permits for exceptions to program requirements, and correspondence either related to these items or documenting unique information about the property. Filed alphabetically by county, and then landowner name. If the entire parcel of land is sold and remains in the Classified Forest Program, the entire Active File is transferred to the name of the new landowner. If only part of the land is sold and both the new landowner and the current landowner remain in the Classified Forest Program, a copy of the initial Application is placed in the file for the new landowner, and the original Application remains in the file of the still-participating landowner who has been in the program longest. If the that landowner is withdrawn from the program at a later date, the original Application is transferred to the Active File of the next landowner, and a copy is placed in the Withdrawal File of the previous landowner. The original Application remains in an Active File until all land from the initially certified parcel has been withdrawn from the Classified Forest Program.	TRANSFER to WITHDRAWAL FILE when the parcel of land covered by the file has been withdrawn from the Classified Forest Program. If the entire parcel of land has been sold to a new landowner, TRANSFER the entire Active File to the new landowner's name. If the current landowner is being withdrawn from the Classified Forest Program, but part of the land has been sold and remains in the program, TRANSFER the original Application form to the Active File of the new landowner, and TRANSFER all other documents, including a copy of the original Application, to the WITHDRAWAL FILE for the previous landowner.

3	2001-10	<p>CLASSIFIED FOREST WITHDRAWAL FILE</p> <p>A parcel of land may be withdrawn voluntarily from the Classified Forest Program by the landowner, or it may be withdrawn by the State Forester because it no longer meets the program requirements. The Withdrawal file may contain all documents from the Active File for that parcel of land, in addition to the Mandatory Withdrawal Form (SF 45841) or Voluntary Withdrawal Form (SF 19892), letters to the county auditor's office certifying the withdrawal, and confirmations of those letters.</p> <p>If part of the parcel of land has been sold and remains in the Classified Forest Program, then any Withdrawal File, whether for the original or subsequent landowners, will contain a copy of the initial Application; the original Application will be transferred to the Active File of the next landowner.</p>	DESTROY ten (10) years after the parcel of land covered by the landowner's file has been withdrawn from the Classified Forest Program.
4	2001-11	<p>CLASSIFIED FOREST ANNUAL REPORTS (SF 49274)</p> <p>The landowner is required to file an annual report on Classified Forest land with the State Forester, covering the condition of the land and various general information, under IC 6-1.1-6-27., 1998 Edition.</p>	DESTROY ten (10) years after report is filed.
5	2001-12	<p>RE-INSPECTION REPORTS</p> <p>The State Forester, or a deputy, is required to re-inspect each parcel of land in the Classified Forest Program every five years, pointing out any needed improvement. A report on the inspection and recommendations are given to the landowner and filed permanently in the office of the State Forester, under IC 6-1.1-6-19, 1998 Edition.</p>	RETAIN permanently in-office.
6	2001-13	<p>GENERAL CLASSIFIED FOREST CORRESPONDENCE</p> <p>Correspondence with Classified Forest Program landowners not documenting any unique historical information about a parcel of land or supporting any of the specific documents listed in the Active File.</p>	DESTROY ten (10) years after receipt of correspondence.
7	2001-14	<p>CLASSIFIED FORESTS BY COUNTY DATABASE</p> <p>A database of general information on Classified Forests, including landowner's name, county, geographical area and other general statistics, generated from individual reports from district offices. This information is re-submitted quarterly by the district offices, at which point the previous entries become outdated. District foresters maintain their own databases with more specific statistics, from which the reports that comprise this database are generated.</p>	DELETE current entries quarterly when replaced by new data from district offices.
8	2001-15	<p>GENERAL CFM FILES</p> <p>Descriptions and correspondence relating to initial contact between the Cooperative Forest Management Section and individual landowners, not related to, or not yet related to, any specific program administered by the Cooperative Forest Management Section.</p>	DESTROY after ten (10) years unless land becomes part of a specific program administered by the Cooperative Forest Management Section, in which case TRANSFER correspondence to the appropriate program files.
9	85-458	<p>ACTIVE TIMBER BUYER'S LICENSE FILE</p> <p>Timber buyers must be certified to do business in Indiana (IC 25-36.5-1-2); file contains application, agent registration forms, special permission forms, copy of check and receipt for fees, copy of license and agents' cards issued, surety bond form and any subsequent riders, increases or evaluations, correspondence and complaints.</p>	TRANSFER all components of this record series except the surety bond to the RECORDS CENTER after three (3) years. DESTROY transferred components after TOTAL RETENTION of six (6) years. TRANSFER remainder of file to INACTIVE when license is not renewed.
10	85-459	<p>INACTIVE TIMBER BUYER'S LICENSE FILE</p>	TRANSFER to the INDIANA ARCHIVES after three (3) years, for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles.

11	85-460	ROLODEX CARD FILE Alphabetical arrangement of cards containing information on licensee, ie., name, license number, file number, amount of bond and agents' card numbers; also used as cross reference.	DESTROY when corresponding license file is destroyed.
12	85-461	LICENSING FILE LIST Computerized list of names by assigned file number; names are added to this list as new files are added.	DELETE from list when outdated or replaced.
13	85-462	LICENSE LOG Electronic file which lists by license number the name of the individual or corporation, file number and amount of bond.	DELETE from electronic file after three (3) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
14	85-463	AGENT LOG Electronic file which lists by agent card number the name of the agent, corporation with which he is associated and file number.	DELETE from electronic file after three (3) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
15	85-464	COUNTY TIMBER BUYERS LISTING Card file of licensed timber buyers by county; used in preparing annual directory.	DESTROY when outdated or replaced.
16	85-467	CERTIFICATE OF DEPOSIT LOG Certificates of deposit may be used in lieu of surety bond for licensed timber buyers; this is a log of transactions concerning those certificates of deposit; shows balance of holdings.	DESTROY ten (10) years after last dated entry.
17	85-727	RECEIPTS Looseleaf binder contains copies of receipts for accountable forms used at eleven state forests, two state nurseries, and four state recreation areas.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
18	85-731	COPY OF WEEKLY ITINERARY File includes monthly calendar.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
19	85-732	CENTRAL OFFICE INVENTORY Inventory of office equipment in Division of Forestry's Central Office only.	DESTROY after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
20	85-733	REFERENCE FILES Primarily information on wood heating.	DESTROY when outdated or replaced.
21	87-454	WORKMEN'S COMPENSATION FORMS SF 25989 (COPY) Claims for employees hurt on properties or in the Central Office while on work time. A copy is sent to the Accounting division which is the division of record.	TRANSFER to employee's personnel file after settlement of claim.
22	87-459	EASEMENT PERMITS - ACTIVE Permits for gas lines, etc. File includes correspondence. New permits must be obtained at differing intervals depending on the type of permit.	TRANSFER to EASEMENT PERMITS-INACTIVE when permit expires.
23	87-460	EASEMENT PERMITS - INACTIVE Expired permits and data. Retention based on IC 32-5-1-1.	MAINTAIN permanently in-agency, due to administrative need.
24	87-461	NOMINATION FILES - BIG TREE REGISTER Nominations sent in by state residents for the largest trees of each species of trees Indiana.	TRANSFER accepted Big Tree Nominations to the BIG TREE REGISTER (87-462). DESTROY rejected nominations when outdated.
25	87-462	BIG TREE REGISTER File of the largest trees of each species in Indiana. Contains data about trees, locations, etc.	TRANSFER to Indiana Archives, when outdated or replaced, for evaluation.
26	87-463	NURSERIES General information on each tree seedling nursery. Information used to generate reports on the sale of the seedlings.	DESTROY after five (5) years.
27	87-464	TREE IMPROVEMENT FILE Information on advances in the genetic strengthening of trees.	DESTROY when outdated or replaced.

28	87-466	ROADS VACATED (FOR ENVIRONMENTAL REASONS) Listing of roads vacated by Department of Natural Resources of all traffic (for environmental reasons), in accordance with IC 14-18-12, 1998 Edition.	MICROFILM backlog of files, and then MICROFILM annually, according to 60 IAC 2. TRANSFER original negative roll to INDIANA ARCHIVES, for permanent archival storage. RETURN paper files to agency. MAINTAIN paper files permanently in-agency, due to administrative need.
29	87-468	TIMBER SALES CONTRACTS Copies of contracts (kept both in forestry office and on affected properties) with timber vendors.	MICROFILM backlog of files, and then MICROFILM annually, according to 60 IAC 2. TRANSFER original negative roll to INDIANA ARCHIVES, for permanent archival storage. RETURN paper files to agency. MAINTAIN paper files permanently in-agency, due to administrative need.